

24. MANAGE VENDOR QUESTIONNAIRE.....2

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24. Manage Vendor Questionnaire

The Manage Vendor Questionnaire function allows the user to select a group of vendors to invite to the Vendor Questionnaire System (VQS) Web Site and fill out an application to become a WIC Authorized Vendor or complete a price survey.

24.1 Manage Vendor Questionnaire

The dialog is invoked when the user performs one of the following actions:

- selecting the Send On-line Price Survey menu item on the Vendor List menu on the Vendor List and Search window.
- Selecting the Send On-line Vendor Application menu item on the Vendor List menu on the Vendor List and Search window.

Send On-line Price Survey

Search

Vendor ID Store Type Peer Group

Status Chain with Pharmacy
Chain without Pharmacy
Commissary
Corporation

Grocery Small
Grocery Medium
Grocery Large
Commissary

Vendor Address

County State

City ZIP 20001-0000

Order Vendors by

☐ Vendor Name

☐ Vendor ID

Vendor Search Results

Vendor Name	Physical Address
A & B CONVENIENCE & DELI	1245 CHALKSTONE AVE
ALEX MARKET	215 ARNOLD ST
ANDY'S MARKET	457 MANTON AVE
ARCADIAN FIELDS	PO BOX 1273 - 94 BLITZRIEG TRAIL
ATWELLS MARKET	1119 ATWELLS AVENUE
BD MARKET	1356 CRANSTON ST
BEAVER ROCK FARM	PO BOX 485 CAROLINA
BONAO MARKET INC	400 HARTFORD AVE

Figure 1 - Send On-line Price Survey Dialog

Send On-line Vendor Application

Search

Vendor ID Store Type Chain with Pharmacy Chain without Pharmacy Commissary Corporation Peer Group Grocery Small Grocery Medium Grocery Large Commissary

Status

Vendor Address

County State City ZIP 20001-0000

Order Vendors by

☐ Vendor Name ☐ Vendor ID

Search

Vendor Search Results

Vendor Name	Physical Address
A & B CONVENIENCE & DELI	1245 CHALKSTONE AVE
ALEX MARKET	215 ARNOLD ST
ANDY'S MARKET	457 MANTON AVE
ARCADIAN FIELDS	PO BOX 1273 - 94 BLITZRIEG TRAIL
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BEAVER ROCK FARM	PO BOX 485 CAROLINA
BONAO MARKET INC	400 HARTFORD AVE

Select All Send

Close

Figure 2 - Send On-line Vendor Application Dialog

24.1.1 Controls

This section describes the behavior of the controls on the dialog.

24.1.1.1 Vendor ID Masked Edit Box

This control allows the user to enter the Vendor ID as part of the search criteria for sending invitations. The masked edit box is enabled when the dialog is active. The character type and length for the masked edit box will vary according to your state. The maximum size for this control is six (6) characters. Alpha characters are forced to uppercase. Special characters are not accepted in this field. If the value entered is less than the maximum allowed for the field, the value will be padded with preceding zeros. This field is initially blank.

24.1.1.2 Store Type List Box

This control allows the user to select the store type of the vendor as part of the search criteria for sending invitations. The list box is enabled when the dialog is active. The list contains the valid store types in alphabetical order. The control is filled with a list of store types listed in the Store Type table of the lookup database. The list box allows the user to select one or more of the store types to include in the search. There are no items initially selected in the list and is read only.

24.1.1.3 Peer Group List Box

This control allows the user to select the peer group of the vendor as part of the search criteria for sending invitations. The list box is enabled when the dialog is active. The list contains the valid peer groups in alphabetical order. The control is filled with a list of peer group listed in the Peer Group table of the lookup database. The list box allows the user to select one or more of the peer groups to include in the search. There are no items initially selected in the list and it is read only.

24.1.1.4 Status Dropdown

This control allows the user to select the status of the vendor as part of the search criteria for sending invitations. The dropdown is enabled when the dialog is active. The control is filled with a list of vendor statuses from the Reference Dictionary table of the lookup database. The list is presented in alphabetical order and is single select. This field is initially blank and read only.

24.1.1.5 County Dropdown

This dropdown allows the user to select the county of the vendor as part of the search criteria for sending invitations. Note: The applicable label will be displayed according to your state requirements. The dropdown is enabled when the dialog is active. The control is filled with a list of counties from the County table of the lookup database. The list is presented in alphabetical order and is single select. Selection within this list will enable the city dropdown. The field is initially blank and read only.

24.1.1.6 State Dropdown

This dropdown allows the user to select the state of the vendor as part of the search criteria for sending invitations. The dropdown is enabled when the dialog is active. The control is filled with a list of state codes from the ReferenceDictionary table where the CATEGORY = 'STATE'. The list is presented in alphabetical order and is single select. The field is initially blank and read only.

24.1.1.7 City Dropdown

This control allows the user to select the city (within the county selected) of the vendor as part of the search criteria for sending invitations. The text box is enabled when the dialog is active and a value has been selected in the County field. The control is filled with a list of cities that are located within the county selected from the County drop-down list. The control is filled with a list of cities listed in the Local Municipality table of the lookup database. The list is presented in alphabetical order and is single select. The field is initially blank when enabled and is read only.

24.1.1.8 Vendor ZIP Masked Edit Box (ZIP)

This control allows the user to enter the ZIP code of the vendor as part of the search criteria for sending invitations. The masked edit box is enabled when the dialog is active. The masked edit box only accepts entry of numeric digits. The mask for the box will be “99999-9999” to allow entry of the five digit ZIP code and a four digit ZIP extension. Special characters are not accepted in this field. This field is initially blank.

Order Vendors by Name Option Button

This control allows the user to enter how they would like to display the search results. If this option is selected the search display will be sorted in alphabetic order by Vendor Name. The radio button is enabled when the dialog is active. This radio button is initially selected.

24.1.1.9 Order Vendors by ID Option Button

This control allows the user to enter how they would like to display the search results. If this option is selected the search display will be sorted in alphabetic or numeric order by Vendor ID. The radio button is enabled when the dialog is active. This radio button is initially not selected.

24.1.1.10 Search Button

This control allows the user to initiate a search for vendors that match the search criteria provided. The Search button is enabled when the dialog is active. It has a mnemonic of “S”.

24.1.1.11 Vendor Search Results Display Grid

This control displays the results of the search criteria for sending invitations. The grid consists of two columns:

- Vendor Name
- Physical Address

The grid will be filled with the results of the search after selecting the Search button. By default the list is sorted alphabetically by vendor name. The records within the list are read only. The list allows the user to select one or more vendors to send an invitation. No record is initially selected within the list.

24.1.1.12 Select All Button

This control allows the user to select all of the vendors listed in the Vendor Search Results grid to send invitations. The Select All button is enabled when the vendor search grid displays at least one record. The button is disabled when the vendor search grid is empty. The button has a mnemonic of “A”.

24.1.1.13 Send Button

The Send button is enabled when the dialog is active and at least one record is selected in the vendor search grid. The button has a mnemonic of “D”.

24.1.1.14 Close Button

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in Consistencies.

24.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the dialog.

24.1.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- If the dialog is invoke by selecting Send On-line Price Survey menu item, the title bar text will be set to “Send On-line Price Survey.”
- If the dialog is invoke by selecting Send On-line Vendor Application menu item, the title bar text will be set to “Send On-line Vendor Application.”
- All text boxes, dropdowns and list boxes will default to blank.
- The Sort by Vendor Name radio button will be initially selected.

24.1.2.2 Search

Selecting the Search button will initiate a check for valid search information.

If there has been no data entered for any of the controls on the dialog, a search cannot be performed. Upon selecting the Search button , the system will invoke a standard error message with the text “You must enter information to perform a search.”

If data exists in the Vendor ZIP masked edit box control, it will be evaluated to ensure that a complete entry has been made before doing the search. If this control contains incomplete data, the system will invoke a standard error message with the text “You must enter a complete ZIP code in order to perform a search.”

Once the controls have been validated, a search will be performed. The results of the search will be displayed in the grid on the dialog. If there is no vendor information found that matches the search criteria, the system will invoke a standard error message box with the text “No Vendor information was found to match the search criteria.” Upon dismissal of the error message, the system will redisplay the dialog.

24.1.2.3 Sort Vendor Search Results

Selecting a column heading on the vendor search grid will sort the list by the selected column. Selecting the Vendor Name column heading sorts the list alphabetically. Selecting the Physical Address column heading sorts the list numerically by street number, and then alphabetically by the street name.

24.1.2.4 Select Vendors to Send Invitations

The dialog allows the user to select individual or multiple vendors to send invitations. The user can also select the Select All button to send invitations to all the vendors listed in the grid.

24.1.2.5 Edits

Upon selection of the Send button,

- The system will verify that an email address is entered for all vendors selected.
- If one or more email addresses are missing, the system will display an message with the text.

“ The following vendors do not have email addresses and will not be sent an invitation to participant in the online price survey.

[List of Vendors...]

Do you want to continue to send the invitations to the remaining N vendors?”

(Where N is the total number of vendors that will be included in the submission. Pressing No will cancel the entire operation. No price survey will be posted.)

Yes and No buttons will be displayed.

- If the user selects No, the process will be cancelled and the user will be returned to the calling window.
- If the user selects Yes, the system will proceed with processing the submission to VQS.

24.1.2.6 Send

Upon successful completion of the above listed edits,

- The system will add a note to each vendors folder indicating the date and user sending the invitation. The text of the note will be dependent upon the invitation sent. If a Price Survey invitation is sent to a vendor, the text of the note will read, “On-line Price Survey invitation sent.” If the Vendor Application invitation is sent to a vendor, the text of the note will read “On-line Vendor Application invitation sent”.

- A message will be displayed at the end of the process indicating that the price survey has been posted. The text of the message will read, "An online price survey has been posted. Invitations will be sent to N vendors." (Where N is the total number of vendors that were included in the submission)
- The email addresses for the obtained by selecting all the rows from the EMAILRECIPIENT table where the SYSTEMNAME = 'PRICESURVEY' for price survey or "VENDORAPP" for vendor application.
- An invitation list will be created and placed in the designated folder on the web server. VQS will then pick up the invitation file and process it and send email invitations to each vendor in the file.

24.1.2.7 Close

Upon selection of the Close button, the system dismisses the dialog and returns the user to the Vendor List window as described in this document.

24.2 Adding a New Questionnaire to the System

The State can create a new VQS questionnaire using any text or XML editor. Individuals responsible for crafting these xml documents (also referred to as questionnaire templates) must be familiar with the XML tag language and the VQS questionnaire xml schema definition which should be used to validate the xml document before posting it to the VQS website for publication. Products such as XmlSpy can be used to construct the xml document. These products can use the schema definition to interactively validate the xml document as it is being crafted.

In order to publish the questionnaire to the VQS web site the user must place the xml file in the appropriate VQS folder. This folder is designated by the State during system configuration and installation. The location is stored in the VQS web sites configuration file.